



Non-Merit Job Vacancy Announcement

Venue Sales Account Associate—Fair Board Associate

Pay Grade:	0	Position Type:	Full Time
Salary or Range:	\$60,000-\$65,000	Work Schedule:	Varies, at least 7.5 hour workday
FLSA Designation:	Exempt	Work Week:	37.5 hour workweek, may include nights, weekends, holidays as need arises
Agency:	Kentucky State Fair Board—Kentucky Venues		
Work Address:	Kentucky International Convention Center, 221 Fourth Street, Louisville, Kentucky 40201		
Work County:	Jefferson		

AGENCY COMMENTS:

Under the Kentucky Venues brand, two major convention and exposition facilities— the Kentucky Exposition Center and the Kentucky International Convention Center — serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

DESCRIPTION OF JOB DUTIES:

The Sales Account Associate is the key staff member responsible for meeting with event managers to secure contracted events and organize productive top-tier shows and events at the Kentucky International Convention Center. The Sales Account Associate will identify and qualify sales leads, attend trade shows, establish relationships with clients, work closely with the Louisville Convention and Visitors Bureau and Kentucky Venues staff, and arrange client tours of the facility and surrounding amenities.

Work schedule can include nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

ESSENTIAL FUNCTIONS AND PREFERRED SKILLS:

- Schedule and conduct meetings with new and existing clients
- Negotiate contracts within the abilities of the agency
- Maintain accurate contract records
- Immediate response to client requests using phone and e-mail communications, provide information on location and amenities
- Perform site visit walkthroughs to familiarize clients with the venue
- Highly motivated, resourceful and goal-oriented individual
- Excellent verbal and written communication skills
- Excellent interpersonal skills to build and maintain relationships
- Proficient in Microsoft Office and comfortable adapting to web-based applications and software
- Professional appearance and manner

MINIMUM REQUIREMENTS:**EDUCATION:**

- Bachelor's degree in a related field

EXPERIENCE:

- At least two (2) years of event management or venues sales and minimum three years of direct sales experience

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:**(DEADLINE:)**

[Posted on:]

Contact Information: Interested applicants should send a cover letter, résumé, and at least 3 professional references to Kentucky Venues to the attention of:

Paul Herberg, HR Director

P.O. Box 37130

Louisville, KY 40233-7130 or via email: paul.herberg@kyvenues.com

Contact Name: Paul Herberg, HR Director

Contact Method: Email: paul.herberg@kyvenues.com

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